

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814
(916) 445-7046



July 30, 1986

ALL-COUNTY LETTER NO. 86-70

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS
ALL COUNTY AUDITORS
ALL COUNTY ADMINISTRATIVE SERVICES OFFICERS

SUBJECT: COUNTY WELFARE DEPARTMENT ADMINISTRATIVE EXPENSE CLAIM

This is to provide time study instructions for the July - September 1986 quarter. Included in this letter is information on the Seriously Emotionally Disturbed (SED) Children and the WIN Demonstration Programs.

Counties were previously notified in ACL 86-62 of the new Employment Services function and corresponding time study (DFA 52) which is effective with the July - September 1986 quarter. Although the Employment Services function was established primarily in response to the Greater Avenues for Independence (GAIN) Program, the time study and claiming instructions are to be used for all employment programs administered by the counties.

Due to the Statewide Automated Welfare System (SAWS), time study instructions have been revised for the Electronic Data Processing activities. However, due to the September 1986 implementation date, these revised instructions will also be released to counties in a separate All-County Letter.

Eligibility and Nonservice Time Study (DFA 43)

WIN Demonstration Program

As counties are aware, prior to the implementation of the WIN DEMO Program in April 1985, all eligibility activities associated with the WIN Program were time studied to the AFDC Program. In order to maximize the WIN funding available for employment services, these activities will again be identified to the AFDC Program. Effective with the July - September 1986 quarter, counties are instructed to resume identifying eligibility and nonservice staff time spent on sanctions, appeals, and fair hearings associated with the WIN DEMO Program to the appropriate AFDC-FG/U Program line.

Social Services Worker Time Study (DFA 46)

Seriously Emotionally Disturbed (SED) Children

All-County Letter 86-48 provided county welfare departments (CWD) with information and instructions for implementing Chapter 1747, Statutes of 1984 (AB 3632) as amended by Chapter 1274, Statutes of 1985 (AB 882).

These statutes assign to various agencies responsibility for educationally related services and out-of-home care for seriously emotionally disturbed (SED) children placed pursuant to an individualized education program (IEP).

The State Department of Social Services (SDSS) has developed a separate payment for SED children and will supervise CWD payment issuance. In order to qualify for out-of-home care payments, SED children must be placed pursuant to an IEP team determination that residential placement is needed for educational purposes.

The county mental health department (CMHD) is responsible for all payment eligibility determinations. The CMHD will verify the facility rate and complete an authorization document for each child in order to initiate payment. The CMHD will submit the authorization documents directly to the CWD unit responsible for issuance of warrants. Based on the authorization, CWDs will issue payments to the designated provider by the 15th of the month following the furnishing of care and will submit claims to SDSS for reimbursement.

Effective with the August 1986 time study, CWDs are to include time spent by social services staff for specified activities on the SED line of the Social Services Worker Time Study (DFA 46). Activities time studied to the SED line are limited to those performed on behalf of children who are nondependents and have been referred to an IEP team for assessment. The activities include only the following items when requested by the IEP Team:

- Gathering and providing placement information
- Attending IEP Team meetings related to nondependent children to provide resource information on potential placements.

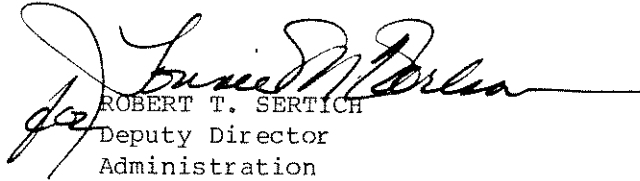
Do not include any time spent providing assistance or information to the IEP Team related to dependent children who have been identified as SED or are suspected to be SED. The CWD is the legally responsible agent for this group of children. Therefore, these activities are considered part of Child Welfare Services (CWS) case management activities and are to be charged to the appropriate CWS Program.

Further, do not include any time spent related to a dependency dismissal for children being transferred to the SED payment system. This time is to be charged to the appropriate CWS Program.

If IEP case management responsibilities are delegated to the CWD by agreement between the CWD and the CMHD, the activities are to be separately time studied and identified on a blank line on the DFA 46. The expenditures associated with this time are to be carried throughout the administrative expense claim and charged to county only funds. The CWD must then collect the appropriate reimbursement for the IEP case management activities from the CMHD.

Any time spent by eligibility and nonservice staff on a SED payment is to be time studied to the Nonallocable line on the Eligibility and Nonservice Time Study (DFA 43).

If you have any questions or need additional information, contact the Fiscal Policy and Procedures bureau at (916) 445-7046.


ROBERT T. SERTICH
Deputy Director
Administration

cc: CWDA